



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics*
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)
Hillsboro, OR East Portland, OR



NOTICE OF VACANCY

1. <u>Announcement Number</u> MP-10-0193-DM	2. <u>Title, Series, Grade, Salary</u> Administrative Support Assistant (20309) GS-303 - 7 \$40,894 to \$53,166 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 7:00am- 3:30pm M-F	4. <u>Duty Station</u> Comp & Pen, Hillsboro CBOC
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 07/21/2010	8. <u>Closing Date</u> 08/11/2010

• THIS POSITION IS IN THE BARGAINING UNIT

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees; permanent Title 38 and Title 38 Hybrid employees eligible under the interchange agreement.

MAJOR DUTIES:

The incumbent will provide program support and perform administrative support for the Administrative Director and Clinical Director of the Compensation and Pension department. The incumbent is the administrative focal point for the entire service as it regards to operations management, including human resources issues, workload adjustments, supplies, customer service, data collection and analysis and trouble shooting, updating and overall management of the Compensation and Pension (CAPS) database. Incumbent serves as the liaison to the Human Resources. Reviews, analyzes and interprets incoming requests, recommends appropriate action or suggests appropriate alternatives based on knowledge of internal operations, constraints, and work priorities. Handles correspondences as required and/or requested by the supervisor. Prepares routine letters, interoffice memoranda, type meeting notes and other special correspondences. Establishes and maintains filing system and maintains filing system and maintains legal files according to departmental and hospital and hospital policy. Create, update, or revise existing databases and spreadsheets, as well as identify, correct, and troubleshoot extraneous, erroneous, or missing database functions as indicated. Compiles and prepares a wide variety of statistical and narrative reports. Monitors and reports time and attendance.

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-303 Administrative Support Assistant series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants, who have the 1 year of appropriate specialized experience. Specialized experience includes, strong ability to work with personal computers; proficiency in Windows, Microsoft Word, Excel, PowerPoint and Access. The incumbent must be able to analyze and solve problems independently, choosing the appropriate method to be used, recommending solutions and adjusting to changing needs. Responsibility for planning and carrying out the tasks is delegated to the incumbent.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. High proficiency utilizing software programs such as Microsoft Office; Excel, PowerPoint, Word, Access and Outlook, CPRS, and Vista.
2. Knowledge and understanding with the Human Resources Management personnel process.
3. Ability to collect, analyze, create reports, and present statistical information.
4. Knowledge and ability to organize, prioritize, meet requirements, and manage multiple deadlines in a responsible, timely and professional manner.
5. Ability to multi-task while working under pressure and use sound judgment in problem solving.

(Continued on next page)

CONDITIONS OF EMPLOYMENT:

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment maybe denied.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

HOW TO APPLY:

Portland VAMC Permanent employees submit:

1. [VAF 4078, Application for Promotion or Reassignment](#) (due 8/11/2010)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 8/18/2010)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (Optional).
4. OF-612 and/or Resume.

All application packets must be received in Human Resources by Close of Business (COB) on 8/12/2010 (except as noted above). Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS
Attn: MP-10-0193-DM
PO Box 1034
Portland, OR 97207

Or brought in person to:

Portland VA Medical Center
3710 SW US Veterans Hospital Rd
Building 16, Room 300
Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**